



Terms of Reference

REF: 025/TG/BZ/2020

Population size estimates for transgender people in South Africa.

DECEMBER 4, 2020

BEYOND ZERO

110 Moore St, Quigney, East London, 5201, South Africa

1. THE PROJECT CONTEXT AND BACKGROUND

The South Africa Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of HIV and TB programmes funded by the Global Fund to Fight AIDS, TB and Malaria (GF) in the country. The GF CCM develops priorities for the programmes, determines envelope for disease split (HIV and TB), and ensures that the programme deliverables are met.

The GF CCM has appointed Beyond Zero (BZ) NPO as one of the Principal Recipients (PRs) for the 2019 – 2022 funding cycle. In turn, BZ has appointed sub-recipients (SRs) to implement comprehensive HIV prevention programme activities targeting transgender (TG) people. The comprehensive package of health and social care and services will be provided via a tiered approach into three levels:

CORE	Offered to all TG people reached, directly provided by sub-recipients (SRs) in the Global Fund programme
LAYERS	Offered to some TG people (needs basis), directly provided by SRs in the Global Fund programme
LINKAGE	Offered to some TG people (needs basis), provided by government/ other partners. Referral, linkage and follow-up by Global Fund SRs

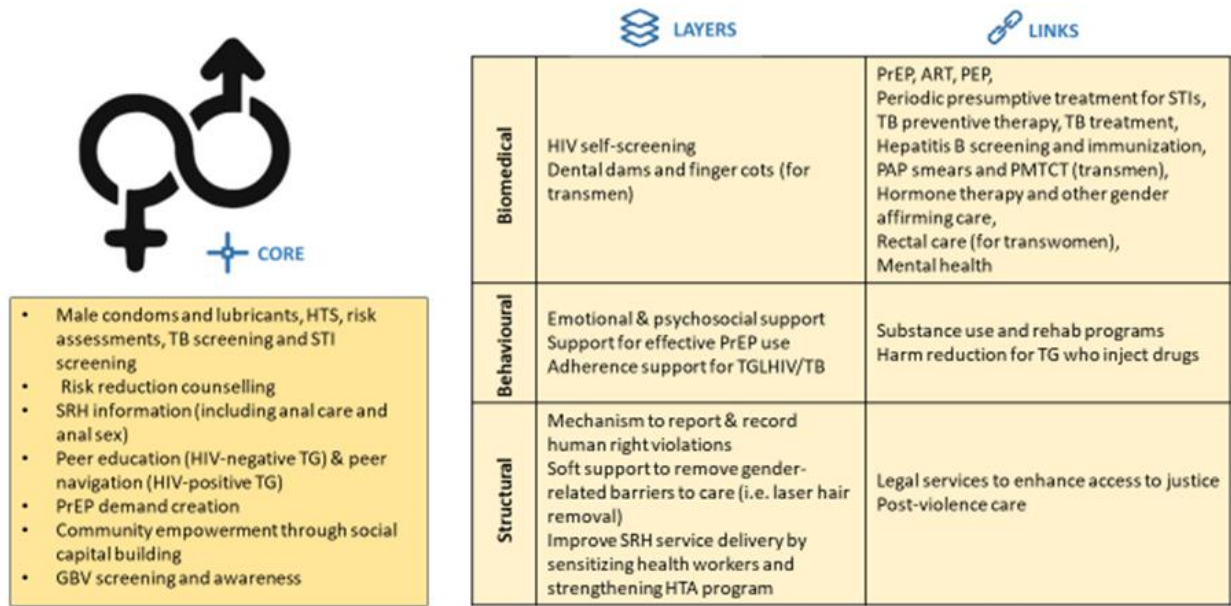
TG MODULE

The programme aims to deliver a comprehensive, integrated, peer-led HIV/TB/SRHR package for TG in line with the NSP package, and the National LGBTI HIV Plan. The investment will reach 1,680 TG with a defined package of services, achieving 70% saturation in 4 priority districts: Mangaung (Free State province), Carpicorn (Limpopo province), Gert Sibande (Mpumalanga province) and Garden Route (Western Cape province). BZ as the PR has appointed SRs to implement the delivery of a comprehensive, integrated, peer-led HIV/TB/SRHR package for Men who have sex with Men (MSM) in line with the NSP package, and the National LGBTI HIV Plan.

The TG programme model is delivered through a combination prevention programme approach to reduce the transmission of HIV, STIs and TB by tailoring a combination of biomedical, behavioural and structural interventions and the mode of delivery to the setting and population (

Figure 1 below).

Figure 1: Combination Prevention Package for Global Fund TG Programme



2. PURPOSE AND OBJECTIVES OF THE PSE ASSIGNMENT

Purpose

The population size estimate (PSE) project aims to improve our understanding of TG PSE in a nationally representative sample of districts. It is anticipated that the results will inform current and future Programme planning. Therefore, the target districts include districts where the GF funded TG Programme is implemented (listed above), as well as the major metropolitan and cities listed below (List of districts covered by the PSE Table 1).

Table 1: List of districts covered by the PSE

Province	District
Eastern Cape	Nelson Mandela Metropolitan Municipality
Free State	Mangaung
KwaZulu Natal	eThekweni
	King Cetshwayo
	Ugu
	UThukela
Limpopo	Capricorn
	Mopane
	Polokwane
Mpumalanga	Gert Sibande
	Mbombela
Northern Cape	Kimberly
North West	Rustenburg

Specific objectives

- a. To conduct the size estimation of TG people in South Africa
- b. Establish a comprehensive geo-spatial map and database per district

3. EXPECTED KEY DELIVERABLES AND SCOPE OF WORK

All written documentation is to be submitted in English using Microsoft Word in both soft and hard copy. All primary data collected and analysis conducted for the purpose of the PSE will remain the property of the Beyond Zero and must be submitted electronically and in a clear and comprehensible format in Excel. No parts of this PSE exercise, whole or part, shall be published without prior written approval of Beyond Zero.

The service provider will work closely with the BZ Programme Director, TG Technical Lead, Strategic Information Lead and the South African National AIDS Council (SANAC) Technical Support Unit (TSU) to review available programme documents to develop the workplan to carry out PSE in identified districts [Error! Reference source not found. above].

The methodology will be done in accordance with international best practice methods for PSE for key populations. The proposed methodology for the exercise will be based on respondent-driven sampling. The agreed upon methodology will be detailed in the workplan. In general, the workplan should be feasible and adaptable to geographic context.

Table 2: Deadlines, deliverables and level of effort (LOE)

Product (Deliverable)	Description	Estimated days
Briefing meeting BZ's programme team. Key deliverable 1: <ul style="list-style-type: none">Inception meeting report which includes a detailed workplan outlining agreed upon key activities, major milestones and methodology	<ul style="list-style-type: none">No later than 5 working days after the acceptance of the consultancyConsultant to prepare a comprehensive workplan, in consultation with BZ technical staff, SANAC TSU, identified SRs, other implementing partners and the LGBTI sector representative(s).	5 days
Key deliverable 2: <ul style="list-style-type: none">Develop protocol for expedited ethics clearance, sample, final work plan, literature review and draft data collection tools	<ul style="list-style-type: none">Protocol development based on agreed upon methodology (<i>NB. Proposed methodology is based on RDS</i>)	10 days

Key deliverable 3: • Ethical approval obtained	• Expedited ethics approval obtained	3 weeks
Fieldwork set up Key deliverable 4: • Fieldwork plan	• Fieldwork planning and set up • Fieldwork plan submitted:	3 days
• Finalise data collection instruments and fieldwork process based on pilot	• Pilot data collection instruments at selected sites and revise accordingly	5 days
Fieldwork team trained Key deliverable 5: • Pilot and training report	• Training of fieldwork team • Pilot conducted as part of training	2 days
Key deliverable 6: • Fieldwork report	• Data collection and capturing	5 days
Key deliverable 7: • Report structure overview	• Data capture and analysis	5 days
Key deliverable 8: • First draft report – MS Word and PPT presentation	• Draft report submitted and presented to BZ and other selected technical partners in order to validate the outputs	5 days
Key deliverable 9: • Second draft report	• Draft report reviewed by BZ and selected technical partners, comments gathered and incorporated into second draft of report	5 days
Key deliverable 10: • Presentation and workshop on second draft report	• Prepare PowerPoint summary for stakeholder dissemination workshop • Conduct dissemination workshop	2 days
Key deliverable 11: • Final PSE report and related products including executive summary, all tools and final presentation Key deliverable 12: • Dataset with codebook	• Submit final report and appendices incorporating feedback from second draft and stakeholder workshop	5 days
Total days for project completion.		52 days

Deliverables

1. All the above documents should be submitted as follows:
 - Electronic copies in Microsoft Word and PDF formats (or other acceptable format such as MS Excel)
 - Hard copy delivered to the East London Office

2. It is anticipated that the consultant will work with a team that is competent and adequate to meet the above timelines and deliverables.
3. It is anticipated that the exercise must be completed by the 31st March 2021.

4. INSTITUTIONAL ARRANGEMENTS

The consultant will report to BZ who will work closely with the SANAC secretariat staff to ensure high quality timeous deliverables and access to all stakeholders and the necessary information.

- a. The BZ Programme Director would be the overall supervisor of the assignment. Day-to-day activities will be managed by the TG and SI Technical Leads.
- b. The service provider will actively engage BZ programme and SANAC TSU staff in all the steps and processes of the mapping to ensure complete transfer of knowledge upon the completion of the assignment.
- c. BZ will render all support in terms of institutional arrangements not limiting to issue of office orders, arrangements of meetings, and necessary logistics during the field visits for the service provider and other such facilities deemed necessary for the smooth completion of the assignment.
- d. BZ Programme Director will ensure introduction to implementing partners and other key stakeholders
- e. BZ Programme Director will provide comments and feedback on, and approval of, all deliverables within agreed timelines.

5. REPORTING

The day-to-day management of the service provider will be handled by BZ under the GF grant. Therefore, service provider will work closely with key BZ technical staff who will provide relevant information and provide inputs into all stages of the consultants' assignment.

6. EXPECTED SERVICE PROVIDER EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

Applications from companies/organisations and individuals will be assessed on their ability to demonstrate the following qualifications and competencies:

- a. Advanced university degree in Public Policy, Social Sciences, Public Health, and/or a related technical field.

- b. Strong knowledge of the South Africa HIV and TB epidemic and national response, the legislative, and policy environment including the National Strategic Plan on HIV, STIs and TB (2017-2022).
- c. A minimum of 5 – 10 years’ experience in development, public health and monitoring and evaluation of HIV, TB and STI programs in South Africa including laws and policies, and political context.
- d. Extensive experience in working with Key Populations in South Africa, including focus on services for TG people.
- e. Good track record of conducting similar reviews.
- f. Expertise in quantitative data analysis techniques including employing rigorous statistical methods for large data sets.
- g. Excellent English writing skills and evidence of this ability.

Desireable attributes include:

- a. Proven project management skills.
- b. Organizations from the LGBTI sector are encouraged to apply.
- c. All team members should be fluent in spoken and written indigenous languages and English
- d. 3 years’ experience in multisectoral HIV prevention programming or HIV prevention programmes that utilise combination prevention strategies to HIV prevention.
- e. 3 years’ experience working with Global Fund, civil society, SANAC and other government departments and related institutions dealing with HIV.
- f. Excellent skills and experience in service mapping or surveillance systems for key population like MSM, TG and sex workers.
- g. Demonstrated knowledge and skills in data collection, analysis and report writing.
- h. Respect for diverse culture, religion and gender issues.
- i. Ability to work in highly political environments.
- j. Ability to deliver high quality work within tight timelines.

7. DURATION OF ASSIGNMENT

The service provider will work for a fulltime equivalent of 52 days to complete the entire assignment as specified in the above timeline (Table 2).

8. SUBMISSION OF PROPOSALS

There will no briefing meeting for this call for proposals. However, questions for clarity on the TOR can be submitted via email to procurement@beyondzero.org.za before 10:00am on 18/12/2020.

Proposals are due to procurement@beyondzero.org.za by 10:00am on 18/12/2020. Late submissions will not be considered. Please ensure the subject line reads: "Application – TG District Service Mapping and Population Size Estimate".

The proposal should include the following and should not be more than 20 pages long excluding appendices, and in calibri font, size 11:

8.1 Your profile, including:

- Registration number (mandatory),
- Three contactable references and two samples of work,
- BBBEE status (mandatory),
- VAT registration (all work exceeding R1 million MUST have Vat Registration)

8.2 The proposal should follow the format below:

- Introduction
- Proposed workplan detailing their interpretation of the TOR, proposed methodology including sampling framework, work schedule and proposed budget.
- A capability statement demonstrating how they meet the required qualifications and competencies.
- Consultants including brief descriptions of relevant background and experience of key team members highlighted in the proposal narrative, with detailed CVs provided as an Appendix. The detailed CV should include the names and contact numbers of the staff/consultants assigned to the project. A summary of the role and responsibility of each staff person/consultant and estimated time to be spent by each staff member/consultant; CVs must address competencies of team members recommended above
- Team members time commitment and availability over the required period
- A detailed budget, provided as an Appendix, including daily fees for each staff member/consultant and breakdown of all other costs to be charged to the contract. The prospective Service Provider must submit a price exclusive of VAT for all activities proposed in the application.
- Evidence of similar or relevant work, either as an appendix or web link for published reports.

8.3 Disclosure - Conflict of Interest. Please disclose details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest or state that there are none. Where the bidder identifies any potential conflicts they should state how they

intend to avoid such conflicts. BZ reserve the right to reject any proposal which, in BZ's opinion, gives rise, or could potentially give rise to, a conflict of interest.

Please note that short-listed candidates must be available immediately.

9. SCOPE OF PRICE AND PAYMENT SCHEDULE

- a. Consultants shall quote an **all-inclusive daily fee for the contract period**. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal.
- b. BZ will facilitate the travel costs for economy class airfare and daily subsistence allowance for field visits within the work station for all field visits.
- c. Payments shall be done as reflected below upon verification of completion of deliverables and approval by the BZ Programme Director against the agreed time line.
 - i. 20% on production of detailed workplan and methodology.
 - ii. 20% on delivery of a comprehensive geo-spatial map and database per district (phase 1).
 - iii. 20% on delivery of validation reports of all maps and databases with stakeholder inputs (phase 2).
 - iv. 20% on delivery of validation reports and community profiling dialogues with TG people in each district (phase 3).
 - v. 20% after submission of the final mapping and PSE reports.

10. EVALUATION

11.1 Criteria for selection of the Consultants

- a. The award of the contract will be made to the service provider whose proposal has been evaluated and determined as:
 - i. Responsive/compliant/acceptable, and
 - ii. Technical Criteria weight: 75 points;
 - iii. Financial Criteria weight: 25 points.
- b. Only candidates obtaining a minimum of 56.25 points (75%) out of a maximum 75 points on the Technical Evaluation will be considered for the Financial Evaluation.

11.2 Criteria for Technical Evaluation (75 points maximum)

- a. Minimum of 5 years of relevant work experience in HIV and AIDS especially among the key population e.g. MSM and TG (10 points).
- b. Experience in, service mapping or related assessments among MSM and TG in the developing countries but preference will be given to those having experience in South Africa or the Southern African Region. (20 points)
- c. Sound technical a proposal detailing their interpretation of the TOR, proposed methodology including sampling framework and work schedule
- d. submitted. (30 points)
- e. Excellent research, writing, and analytical skills, as evidenced by past works and the experience listed in the candidate's CV, e.g. publications in peer-reviewed journals on public health including HIV, AIDS and STIs. (15 points)

11. AWARDING OF THE CONTRACT

The contract is expected to be awarded before 23/12/2020, where possible.

- a. BZ, in consultation with the SANAC TSU, will select the service provider. The selection committee reserves the right to request any, or all, of the bidders to meet to clarify their proposal.
- b. The Committee is not bound to accept the lowest or any proposal.
- c. The proposal will be evaluated against the provided review matrix.
- d. The Committee may, entirely at its discretion, decide to:
 - Award contracts to different bidders for different sections of the scope of work.
 - Award contracts for particular sections of the scope of work, but invite new proposals for other sections of the work.
 - Delay the award contracts for certain sections of the scope of work (taking into account, inter alia, timing of funding availability).
 - Make award of contracts subject to such conditions as BZ may determine at the stage of awarding the contracts.
- e. The Service Provider may be required to sign the Global Fund's Code of Conduct for Service Providers should they be contracted.